

Human Resources Training Division

Training: July-December 2017

2017

This schedule contains the standard courses offered by the HR Training Division. In addition to these published courses, special training sessions are available and custom courses developed to meet departmental needs. The department coordinators may contact Dirk Essary via metro email or call 615.862.4344 to make their request.

Training Center is located at 1417 Murfreesboro Pike



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HR Training Division - Information and Practices

DDC Classes:

Defensive Driving classes (DDC-6 and DDC-4) begin promptly at the scheduled time (8:30 a.m.). Those who are tardy more than 10 minutes may be denied entrance and will need to reschedule their session. Employees should arrive by 8:15 a.m. and must bring their valid driver's license for admittance to DDC training. This is a requirement of the National Safety Council. Please note that DDC classes are **not** in the traffic school section of the MSE building. Employees should enter on the south side of the building under the awning labeled "MAIN ENTRANCE".

Per Metro Ordinance, if an employee drives a Metro vehicle, or if the employee uses a personal vehicle for governmental business and claims mileage reimbursement, he / she must take Defensive Driving (DDC-6) initially, and complete DDC-4 every three years. *Metro Ordinance 12.08.120 states ..."no person shall operate a vehicle, the operation of which is reimbursable...unless and until such person has completed the defensive driving course of the National Safety Council...and is in possession of proof of such completion".*

Class size limits:

Most classes are limited to 35 while some are set for smaller groups. It is very important that those with direct access to the database scheduling not overbook the classroom. The limit is set to comply with safety guidelines for room use. Online classes are not limited to 35 enrollees.

Inclement Weather Policy:

Classes are cancelled when Nashville/Davidson County Schools close for snow or inclement weather. Check for school closings on local television channels. It is the responsibility of the employee to confirm with their department to register for any make-up session. If schools delay opening due to weather, the training classes will not delay and begin at the scheduled time.

Registration for Courses:

Register for classes by sending an email to your departmental training coordinator. For those departments without training coordinators, you or your supervisor should send in the request to the HR Training Requests mailbox (hrtrainingrequests@nashville.gov).

Training Center Location:

Metro Southeast is located at 1417 Murfreesboro Pike (Genesco Park). Enter the main driveway and pass the four-story building nearest Murfreesboro Pike. Parking is available to the right or left of the driveway. Enter the building through the south entrance under the awning that is marked "**Main Entrance**".

Mandatory Training includes Diversity and Inclusion, Sexual Harassment Prevention, Substance Abuse Policy, and SANS-Securing the Human (SANS). All employees (Non-supervisors and Supervisors) must complete these classes. Employees are required to complete retraining every four years.

♿ All entrances are accessible. If other accommodations are needed, contact Dirk Essary at 862-4344.



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New Hire Orientation

New Hire Orientations are scheduled through department HR Coordinators and take place on Mondays at Metro Southeast (MSE) at 1417 Murfreesboro Pike from 8:30 a.m. to 4:30 p.m.

Diversity and Inclusion Training

Diversity & Inclusion	Wednesday	7/5	8:30A – 11:00A	Metro Southeast	M. Wilson
Diversity & Inclusion	Wednesday	7/19	8:30A – 11:00A	Metro Southeast	D. Essary
Diversity & Inclusion	Wednesday	8/2	8:30A – 11:00A	Metro Southeast	M. Wilson
Diversity & Inclusion	Wednesday	8/16	8:30A – 11:00A	Metro Southeast	T. Pennington
Diversity & Inclusion	Wednesday	9/6	8:30A – 11:00A	Metro Southeast	T. Pennington
Diversity & Inclusion	Wednesday	9/20	8:30A – 11:00A	Metro Southeast	M. Wilson
Diversity & Inclusion	Wednesday	10/4	8:30A – 11:00A	Metro Southeast	D. Essary
Diversity & Inclusion	Wednesday	10/18	8:30A – 11:00A	Metro Southeast	T. Pennington
Diversity & Inclusion	Wednesday	11/1	8:30A – 11:00A	Metro Southeast	M. Wilson
Diversity & Inclusion	Wednesday	11/15	8:30A – 11:00A	Metro Southeast	D. Essary
Diversity & Inclusion	Wednesday	12/6	8:30A – 11:00A	Metro Southeast	T. Pennington
Diversity & Inclusion	Wednesday	12/13	8:30A – 11:00A	Metro Southeast	M. Wilson



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Sexual Harassment Prevention for Non-Supervisors					
Sexual Harassment Prevention Non-supervisors	Wednesday	7/5	12:00P-1:00P	Metro Southeast	Wilson
Sexual Harassment Prevention Non-supervisors	Wednesday	7/19	12:00P-1:00P	Metro Southeast	Essary
Sexual Harassment Prevention Non-supervisors	Wednesday	8/2	12:00P-1:00P	Metro Southeast	Wilson
Sexual Harassment Prevention Non-supervisors	Wednesday	8/16	12:00P-1:00P	Metro Southeast	Pennington
Sexual Harassment Prevention Non-supervisors	Wednesday	9/6	12:00P-1:00P	Metro Southeast	Pennington
Sexual Harassment Prevention Non-supervisors	Wednesday	9/20	12:00P-1:00P	Metro Southeast	Wilson
Sexual Harassment Prevention Non-supervisors	Wednesday	10/4	12:00P-1:00P	Metro Southeast	Essary
Sexual Harassment Prevention Non-supervisors	Wednesday	10/18	12:00P-1:00P	Metro Southeast	Pennington
Sexual Harassment Prevention Non-supervisors	Wednesday	11/1	12:00P-1:00P	Metro Southeast	Wilson
Sexual Harassment Prevention Non-supervisors	Wednesday	11/15	12:00P-1:00P	Metro Southeast	Essary
Sexual Harassment Prevention Non-supervisors	Wednesday	12/6	12:00P-1:00P	Metro Southeast	Pennington
Sexual Harassment Prevention Non-supervisors	Wednesday	12/13	12:00P-1:00P	Metro Southeast	Wilson



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Sexual Harassment Prevention - Supervisors					
Sexual Harassment Prevention SUPERVISORS	Tuesday	7/25	8:30A-10:30A	Metro Southeast	Pennington
Sexual Harassment Prevention SUPERVISORS	Tuesday	8/22	8:30A-10:30A	Metro Southeast	Pennington
Sexual Harassment Prevention SUPERVISORS	Tuesday	9/19	8:30A-10:30A	Metro Southeast	Pennington
Sexual Harassment Prevention SUPERVISORS	Tuesday	10/24	8:30A-10:30A	Metro Southeast	Pennington
Sexual Harassment Prevention SUPERVISORS	Tuesday	11/21	8:30A-10:30A	Metro Southeast	Pennington
Sexual Harassment Prevention SUPERVISORS	Tuesday	12/12	8:30A-10:30A	Metro Southeast	Pennington



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Substance Abuse Prevention for Non Supervisors					
Substance Abuse Policy Non-supervisors	Wednesday	7/5	1:30P – 2:30P	Metro Southeast	Wilson
Substance Abuse Policy Non-supervisors	Wednesday	7/19	1:30P – 2:30P	Metro Southeast	Essary
Substance Abuse Policy Non-supervisors	Wednesday	8/2	1:30P – 2:30P	Metro Southeast	Wilson
Substance Abuse Policy Non-supervisors	Wednesday	8/16	1:30P – 2:30P	Metro Southeast	Pennington
Substance Abuse Policy Non-supervisors	Wednesday	9/6	1:30P – 2:30P	Metro Southeast	Pennington
Substance Abuse Policy Non-supervisors	Wednesday	9/20	1:30P – 2:30P	Metro Southeast	Wilson
Substance Abuse Policy Non-supervisors	Wednesday	10/4	1:30P – 2:30P	Metro Southeast	Essary
Substance Abuse Policy Non-supervisors	Wednesday	10/18	1:30P – 2:30P	Metro Southeast	Pennington
Substance Abuse Policy Non-supervisors	Wednesday	11/1	1:30P – 2:30P	Metro Southeast	Wilson
Substance Abuse Policy Non-supervisors	Wednesday	11/15	1:30P – 2:30P	Metro Southeast	Essary
Substance Abuse Policy Non-supervisors	Wednesday	12/6	1:30P – 2:30P	Metro Southeast	Pennington
Substance Abuse Policy Non-supervisors	Wednesday	12/13	1:30P – 2:30P	Metro Southeast	Wilson



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Substance Abuse Prevention – Supervisors					
Substance Abuse Policy SUPERVISORS	Thursday	7/27	8:30A-11:30A	Metro Southeast	Cain
Substance Abuse Policy SUPERVISORS	Thursday	8/24	8:30A-11:30A	Metro Southeast	Cain
Substance Abuse Policy SUPERVISORS	Thursday	9/21	8:30A-11:30A	Metro Southeast	Cain
Substance Abuse Policy SUPERVISORS	Thursday	10/26	8:30A-11:30A	Metro Southeast	Cain
Substance Abuse Policy SUPERVISORS	Thursday	11/16	8:30A-11:30A	Metro Southeast	Cain
Substance Abuse Policy SUPERVISORS	Thursday	12/14	8:30A-11:30A	Metro Southeast	Cain



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DDC – 6 Employees should arrive by 8:15 with Drivers' License					
DDC6 – Defensive Driving	Wednesday	7/12	8:30A-4:00P	Metro Southeast	Wilson
DDC6 – Defensive Driving	Wednesday	7/26	8:30A-4:00P	Metro Southeast	Pennington
DDC6 – Defensive Driving	Wednesday	8/9	8:30A-4:00P	Metro Southeast	Essary
DDC6 – Defensive Driving	Wednesday	8/23	8:30A-4:00P	Metro Southeast	Wilson
DDC6 – Defensive Driving	Wednesday	9/13	8:30A-4:00P	Metro Southeast	Pennington
DDC6 – Defensive Driving	Wednesday	9/27	8:30A-4:00P	Metro Southeast	Essary
DDC6 – Defensive Driving	Wednesday	10/11	8:30A-4:00P	Metro Southeast	Pennington
DDC6 – Defensive Driving	Wednesday	10/25	8:30A-4:00P	Metro Southeast	Wilson
DDC6 – Defensive Driving	Wednesday	11/15	8:30A-4:00P	Metro Southeast	Wilson
DDC6 – Defensive Driving	Wednesday	11/29	8:30A-4:00P	Metro Southeast	Pennington
DDC6 – Defensive Driving	Wednesday	12/6	8:30A-4:00P	Metro Southeast	Wilson
DDC6 – Defensive Driving	Wednesday	12/15	8:30A-4:00P	Metro Southeast	Essary



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DDC-4					
DDC4 ONLINE enrollment is not limited to regular classroom size. MSE classes are limited to 35.					
DDC4 – Defensive Driving Refresher	Tuesday	7/18	8:30A–12:30P	Metro Southeast	Pennington
DDC4 – Defensive Driving Refresher	Friday	7/28	8:30A–12:30P	ONLINE	ONLINE
DDC4 – Defensive Driving Refresher	Tuesday	8/15	8:30A–12:30P	Metro Southeast	Wilson
DDC4 – Defensive Driving Refresher	Friday	8/25	8:30A–12:30P	ONLINE	ONLINE
DDC4 – Defensive Driving Refresher	Tuesday	9/19	8:30A–12:30P	Metro Southeast	Pennington
DDC4 – Defensive Driving Refresher	Friday	9/29	8:30A–12:30P	ONLINE	ONLINE
DDC4 – Defensive Driving Refresher	Tuesday	10/17	8:30A–12:30P	Metro Southeast	Wilson
DDC4 – Defensive Driving Refresher	Friday	10/27	8:30A–12:30P	ONLINE	ONLINE
DDC4 – Defensive Driving Refresher	Tuesday	11/14	8:30A–12:30P	Metro Southeast	Pennington
DDC4 – Defensive Driving Refresher	Friday	11/30	8:30A–12:30P	ONLINE	ONLINE
DDC4 – Defensive Driving Refresher	Tuesday	12/5	8:30A–12:30P	Metro Southeast	Pennington
DDC4 – Defensive Driving Refresher	Friday	12/22	8:30A–12:30P	ONLINE	ONLINE



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SPECIAL INTEREST COURSES					
Performance Management	Friday	7/14	8:30A-10:30A	Metro Southeast	Essary
Performance Management	Friday	7/28	8:30A-10:30A	Metro Southeast	Wilson
Performance Management	Friday	8/11	8:30A-10:30A	Metro Southeast	Wilson
Performance Management	Thursday	9/7	8:30A-10:30A	Metro Southeast	Essary
Performance Management	Thursday	10/26	8:30A-10:30A	Metro Southeast	Wilson
Performance Management	Thursday	11/9	8:30A-10:30A	Metro Southeast	Essary
Successful Supervisors	Tuesday	8/29	8:30A-11:30A	Metro Southeast	Wilson
Successful Supervisors	Thursday	10/12	8:30A-11:30A	Metro Southeast	Essary
Successful Supervisors	Wednesday	11/8	8:30A-11:30A	Metro Southeast	Essary
Ninja Coordinators	Friday	7/21	9:00A – 11:00A	Metro Southeast	Pennington
Ninja Coordinators	Friday	8/18	9:00A – 11:00A	Metro Southeast	Pennington
Ninja Coordinators	Friday	10/20	9:00A – 11:00A	Metro Southeast	Pennington
Ninja Coordinators	Friday	11/17	9:00A – 11:00A	Metro Southeast	Pennington
Records Management	Wednesday	10/25	8:30A-11:00A	Metro Southeast	R. Williams



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Voyage into your Future: First 5 years of employment	Tuesday	7/11	8:30A – 10:00A	Metro Southeast	Pennington
Vesting & VOYA: 10 Years and Beyond	Tuesday	8/22	8:30A – 10:00A	Metro Southeast	Pennington
Vesting & VOYA: 10 Years and Beyond	Tuesday	10/24	8:30A – 10:00A	Metro Southeast	Pennington
VOYA Social Security- It Pays to Know	Tuesday	7/25	9:00A – 10:00A	Metro Southeast	VOYA
VOYA: Estate Planning	Thursday	9/14	9:00A – 10:00A	Metro Southeast	VOYA
VOYA Social Security- It Pays to Know	Tuesday	11/14	9:00A – 10:00A	Metro Southeast	VOYA
COLLEGE SAVINGS: 529 Plan	Friday	8/4	10:00A-12:00P	Metro Southeast	L. Page

Retirement Planning ***Class size limited to 20 participants***					
Retirement - 5 Years Out	Thursday	7/20	8:30A-11:00A	Metro Southeast	Denton
Retirement - 5 Years Out	Thursday	8/17	8:30A-11:00A	Metro Southeast	Denton
Retirement - 5 Years Out	Thursday	9/21	8:30A-11:00A	Metro Southeast	Denton
Retirement - 5 Years Out	Thursday	10/19	8:30A-11:00A	Metro Southeast	Denton
Retirement - 5 Years Out	Thursday	11/16	8:30A-11:00A	Metro Southeast	Denton



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Metro Management Institute Series - Course Schedule – Limit of 35 participants per class					
Class 1: Employment Law & Policy	Thursday	7/13	8:30A-12:30P	Metro Southeast	S. Cain
Class 1: Employment Law & Policy	Friday	8/25	8:30A-12:30P	Metro Southeast	S. Cain
Class 2: Workplace Safety	Thursday	7/20	8:30A-12:30P	Metro Southeast	S. Cain
Class 2: Workplace Safety	Friday	9/1	8:30A-12:30P	Metro Southeast	S. Cain
Class 3: Management from a Different Perspective	Thursday	7/27	8:30A-12:30P	Metro Southeast	Wilson
Class 3: Management from a Different Perspective	Friday	9/8	8:30A-12:30P	Metro Southeast	Wilson
Class 4: Leadership Communication	Thursday	8/3	8:30A-12:30P	Metro Southeast	Essary
Class 4: Leadership Communication	Friday	9/15	8:30A-12:30P	Metro Southeast	Essary
Class 5: Generations in the Workplace	Thursday	8/10	8:30A-12:30P	Metro Southeast	Wilson
Class 5: Generations in the Workplace	Friday	9/22	8:30A-12:30P	Metro Southeast	Wilson
Class 6: Performance Management & Documentation	Thursday	8/17	8:30A-12:30P	Metro Southeast	Essary
Class 6: Performance Management & Documentation	Friday	9/29	8:30A-12:30P	Metro Southeast	Essary
Class 7: Conflict Management	Thursday	8/24	8:30A-12:30P	Metro Southeast	Pennington
Class 7: Conflict Management	Friday	10/6	8:30A-12:30P	Metro Southeast	Pennington
Class 8: Customer Service in Government	Thursday	8/31	8:30A-12:30P	Metro Southeast	Pennington
Class 8: Customer Service in Government	Friday	10/13	8:30A-12:30P	Metro Southeast	Pennington



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Boards / Commission Member Training (Executive Order #7)

This training is conducted for each board by arrangement or in open sessions for multiple boards/commissions. Please contact Dirk Essary to schedule an onsite session with your Board/Commission. The open sessions are set for any Board/Commission member to attend to accommodate their schedules.

B/C – SHP/DAT	Wednesday	8/30	3:00P-4:00P	Metro Southeast	HR
B/C – SHP/DAT	Thursday	10/19	3:00P-4:00P	Metro Southeast	HR